

FieldManager User's Guide Supplement *(For MDOT Offices)*

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If you have any questions, call the FieldManager Help Line at 517-322-1556 or send an e-mail to fieldmanager-admin

Table Of Contents

Security Procedures	1
Installing Sybase SQL Anywhere	2
Installing FieldManager	4
Installing The FieldBook Component	6
Configuring FieldManager For Your Office	8
Importing New Contracts	10
Daily Operating Procedures	11
General Information	13
Estimate Processing Information	15
Transferring FieldBook Files From Remote Locations	16
Connecting To Multiple Facilities	18
Trouble Shooting	19

Security Procedures

It's extremely important the procedures in this section are properly followed. FieldManager is a network application with information accessible to all computer's Department wide. Enforcing proper security procedures is the only way to protect the integrity of your FieldManager data.

1. Each FieldManager user must be assigned one of the following security levels:

System Administrator:	Has read/write access to everything including user information.
FieldManager User:	Has read/write access to everything except user information and system management related functions.
FieldBook User:	Has read/write access to IDR/FieldBook functionality and read access to everything except user information.
Read Only:	Has read only access to everything except user information.
2. The TSC Manager or Resident/Project Engineer in charge of the office is responsible for determining who to assign a security level of "System Administrator". It is recommended that two people in each office be assigned this level (primary person and a backup).
3. The primary person assigned system administrator rights is responsible for maintaining the user list for the office.
4. **Important:** All user's should be instructed to change their password when they log into FieldManager or FieldBook the first time, and to keep their password private. Passwords are equivalent to signatures.
5. Do not remove the "Guest" User ID in the user list. Also do not change any of the user information associated with the "Guest" User ID. This includes the password.

Installing Sybase SQL Anywhere

This section is for offices with networks only. It describes how to install the Sybase SQL Anywhere client software on a computer connected to your network so FieldManager can access the database on your network server. FieldManager should not be installed until after Sybase SQL Anywhere has been installed.

1. Make sure all applications (except Windows) are closed.

5. From the TaskBar, choose **Start**, then **Run**.

3. *If installing under Windows NT:*

Indicate you wish to open **j:\install\sqlany5.5.04\client\winnt\setup.exe**. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include `sys:\fieldmgr\install\sqlany5.5.04\client\winnt\setup.exe` or a portion of it.)

If installing under Windows 95:

Indicate you wish to open **j:\install\sqlany5.5.04\client\win95\setup.exe**. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include `sys:\fieldmgr\install\sqlany5.5.04\client\win95\setup.exe` or a portion of it.)

If installing under Windows 2000:

Indicate you wish to open **j:\install\sqlany5.5.04\client\win2000\setup.exe**. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include `sys:\fieldmgr\install\sqlany5.5.04\client\win2000\setup.exe` or a portion of it.)

4. Select **Install the software**. Click **OK**.

5. The Directory for SQL Anywhere should indicate **c:\sqlany50**, and the Directory for Sybase database tools should indicate **c:\sybtools**. Click **OK**.

6. Use the default settings and click **OK** for the optional components to be installed.

7. Click **OK** to begin copying files.

8. *If installing on a Dell brand notebook (laptop) computer running Windows 95:*

Select **Let you make the modifications later**. Click **OK**.

If not installing on a Dell brand notebook (laptop) computer running Windows 95:

Select **Modify local machine environment variables**. Click **OK**.

9. Respond to the remaining prompts as appropriate.
10. When the installation is complete, patch 5.5.05 must be installed. From the TaskBar, choose **Start**, then **Run**.
11. *If installing under Windows NT:*
Indicate you wish to open
j:\install\sqlany5.5.04\client\Patch5.5.05\winnt\setup.exe. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include sys:\fieldmgr\install\sqlany5.5.04\client\Patch5.5.05\winnt\setup.exe or a portion of it.)

If installing under Windows 95:
Indicate you wish to open
j:\install\sqlany5.5.04\client\Patch5.5.05\win95\setup.exe. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include sys:\fieldmgr\install\sqlany5.5.04\client\Patch5.5.05\win95\setup.exe or a portion of it.)

If installing under Windows 2000:
Indicate you wish to open
j:\install\sqlany5.5.04\client\Patch5.5.05\win2000\setup.exe. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include sys:\fieldmgr\install\sqlany5.5.04\client\Patch5.5.05\win2000\setup.exe or a portion of it.)
12. The directory where SQL Anywhere is installed should indicate **c:\sqlany50**. Leave the other default setting as is and Click **OK** to begin copying files.
13. *If installing on a Dell brand notebook (laptop) computer running Windows 95:*
Select **Let you make the modifications later**. Click **OK**.

If not installing on a Dell brand notebook (laptop) computer running Windows 95:
Select **Modify local machine environment variables**. Click **OK**.
14. Respond to the remaining prompts as appropriate.
15. When the installation is complete, **Exit** Windows and reboot the computer.

Installing FieldManager

This section describes how to install FieldManager. You can install FieldManager by running the setup program from a network server or a CD-ROM.

Important: If your office has a network, you must install Sybase SQL Anywhere before installing FieldManager. See the “Installing Sybase SQL Anywhere” section above.

1. Make sure all applications (except Windows) are closed.

2. *If installing from a server:*
Skip this step.

If installing from CD-ROM:
Insert the FieldManager CD into the CD-ROM drive.

3. From the TaskBar, choose **Start**, then **Run**.

4. *If installing from a server:*
Indicate you wish to open **j:\install\fieldmgr\disk1\setup.exe**. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include sys:\fieldmgr\install\fieldmgr\disk1\setup.exe or a portion of it.)

If installing from CD-ROM:
Indicate you wish to open **d:\fieldmgr\disk1\setup.exe**. Click **OK**.
(This example uses drive **d** as your CD-ROM drive letter. Your CD-ROM drive may be a different letter.)

5. A Welcome screen will appear after a short setup period. Click **Next**.

6. In the Installation Password screen, the installation key is **9D2A1FA3A83E4FFFA**. After entering the installation key, click **Next**.

7. *If installing from a server:*
Skip this step.

If installing from CD-ROM:
Indicate that the destination location for the FieldManager configuration file is **A:**, and insert the diskette labeled **FieldManager/FieldBook Configuration Files** into drive A. Click **Next**.

8. In the Select Installation Type screen:
If your office has a network:
Select **Networked database**. Click **Next**.

If your office does not have a network:
Select **Single machine database**. Click **Next**.
9. In the Setup Type screen, select **Typical**. Click **Next**.
10. In the Choose Destination Location screen, specify **c:\fieldmgr** as your destination folder. Click **Next**.
11. *If your office has a network:*
In the Network Database Options screen, the database server name is “**mdot_**” plus the second portion of your NetWare server name. For example, if your NetWare server name is michtrans_brighton, the database server name would be **mdot_brighton** (if you are not sure of the correct name for your office, call the FieldManager Help Line or send an e-mail to fieldmanager-admin). After entering the name of your database server, click **Next**.

If your office does not have a network:
Skip this step.
12. In the Select Program Folder screen, specify **FieldManager** as the program folder. Click **Next**.
13. Respond to the remaining prompts as appropriate until the installation has completed.
14. *If your database server name is **mdot_6**:*
Using Windows Explorer, go to the **j:\fieldmgr** directory and double click on the file with an extension of “reg”. A message window should pop up indicating “Information in C:\FIELDM~1\..... .REG has been successfully entered into the registry”. Click **OK**.
(The above example indicates drive j as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different.)

*If your database server name is not **mdot_6**:*
Skip this step.
15. Exit Windows and reboot the computer.

Installing The FieldBook Component

This section describes how to install the FieldBook component of FieldManager. You can install FieldBook by running the setup program from a network server, diskettes, or a CD-ROM.

Important: When installing FieldBook on a Dell Notebook Latitude XPI P133ST, the installation may cause an error if the program “WINSL” is running. The error is serious and may change the configuration of the computer. To determine if WINSL is running, simultaneously press the Ctrl+Alt+Delete keys to bring up the “Close Program” window. If WINSL appears in the list, select WINSL and click the End Task button to shutdown WINSL. Then exit the “Close Program” window and begin the installation.

1. Make sure all applications (except Windows) are closed.

2. *If installing from a server:*
Skip this step.

If installing from diskettes:
Insert FieldBook Disk 1 into the diskette drive.

If installing from CD-ROM:
Insert the FieldManager CD into the CD-ROM drive.

3. From the TaskBar, choose **Start**, then **Run**.

4. *If installing from a server:*
Indicate you wish to open **j:\install\fieldbk\disk1\setup.exe**. Click **OK**.
(The above example indicates drive **j** as the driver letter assigned to your Fieldmgr network drive. Your drive letter may be different. Also, depending on how you are mapped to this network drive, the path may be different but should include `sys:\fieldmgr\install\fieldbk\disk1\setup.exe` or a portion of it.)

If installing from diskettes:
Indicate you wish to open **a:\setup.exe**. Click **OK**.

If installing from CD-ROM:
Indicate you wish to open **d:\fieldbk\disk1\setup.exe**. Click **OK**.
(This example uses drive **d** as your CD-ROM drive letter. Your CD-ROM drive may be a different letter.)

5. A Welcome screen will appear after a short setup period. Click **Next**.

6. In the Installation Password screen, the installation key is **9A75112143EB528EA**. After entering the installation key, click **Next**.
7. *If installing from a server or diskettes:*
Skip this step.

If installing from CD-ROM:
Indicate that the destination location for the FieldBook configuration file is **A:**, and insert the diskette labeled **FieldManager/FieldBook Configuration Files** into drive A. Click **Next**.
8. In the Setup Type screen, select **Typical**. Click **Next**.
9. In the Choose Destination Location screen, specify **c:\fieldbk** as your destination folder. Click **Next**.
10. In the Select Program Folder screen, specify **FieldManager** as the program folder. Click **Next**.
11. Respond to the remaining prompts as appropriate.
12. When the installation is complete, **Exit** Windows and reboot the computer.

Configuring FieldManager For Your Office

The tasks in this section must be performed immediately after FieldManager has been installed in your office for the first time. You must have a security level of “System Administrator” to perform these tasks.

Important: You must install FieldManager prior to executing the functions in this section. See the Installing Sybase SQL Anywhere and Installing FieldManager sections above.

1. When logging into FieldManager the first time, use the following login:
User ID: **admin**
Password: **password**

2. Go to the Utilities (pull down) - System Management - Maintain Users screen and update as follows:
 - A. Add yourself to the user list. Your User ID should be your last name plus the initial of your first name. For example, Marty Foster would be “fosterm”.
 - B. Remove the User ID “admin” from the user list.
 - C. Add a User ID for “Guest” to the user list as follows:
User ID: **Guest**
User Initials: **GUES**
User Name (Last): **Guest**
User Name (First): **N/A**
Password: **guest**
Re-enter Password: **guest**
Security Level: **Read Only**
 - D. Add the remaining staff in your office to the user list. Assign User ID’s as defined in instruction 2-A above. It’s very important that you assign the proper security level to each individual (if you are not clear on which level is appropriate, call the FieldManager Help Line or send an e-mail to fieldmanager-admin). Assign a password of ”password” to each user, but instruct each user to change their password when they log into FieldManager or FieldBook the first time.

3. Go to the Utilities (pull down) - System Management - System Configuration - General tab and update/confirm the following:
 - A. District Number: Indicate the value assigned to your office (if you are not sure of the correct number for your office, call the FieldManager Help Line or send an e-mail to fieldmanager-admin).
 - B. *If you are on a network:*
 - a. Inbox Location: **\inbox**
 - b. Outbox Location: **\outbox**
 - c. Sketches Location: **\sketches**

- d. Contract Archive Location: **\archive**
- e. Drive letter of common network directory: Run Windows Explorer and fill in with the letter assigned to FieldMgr (if you are not sure, call the FieldManager Help Line or send an e-mail to fieldmanager-admin).

If you are not on a network:

- a. Inbox Location: **c:\fieldmgr\inbox**
- b. Outbox Location: **c:\fieldmgr\outbox**
- c. Sketches Location: **c:\fieldmgr\sketches**
- d. Contract Archive Location: **c:\fieldmgr\archive**

4. Install MDOT's Reference File as follows:

- A. The Reference File will usually be sent to your office as an attachment to an e-mail message. When receiving this e-mail, detach the Reference File and place it in the Inbox Location indicated in the System Configuration - General tab.
- B. Run the File (pull down) - Import - File option, and select the file detached from the e-mail.

Importing New Contracts

The tasks in this section must be performed once for each contract you wish to import into FieldManager. You must have a security level of “System Administrator” or “FieldManager User” to perform these tasks.

1. Contract initialization files will be sent to your office as an attachment to an e-mail message. If you have not received this file within five days after the contract has been awarded, contact the Contract Services Division in Lansing at 517-335-4328. When receiving this e-mail, detach the Contract Initialization File and place it in the Inbox Location indicated in the System Configuration - General tab.
2. Run the File (pull down) - Import - File option, and select the file detached from the e-mail.
3. Immediately after the import file process has completed (the new contract(s) will appear in the contracts list), perform the following for each new contract that was imported:
 - A. Select the new contract in the contract list.
 - B. Go to the Docu - General tab and update/confirm the following:
 - a. Project Engineer and Resident Engineer: Indicate the proper name in whichever field is applicable.
 - b. Managing Office: Indicate the name of your office. For example, Brighton TSC.
 - c. In Set Agency Name/Logo, the Agency Logo File should specify MDOT’s “aglogo.bmp” file, and the Agency Name should contain “Michigan Department of Transportation”.
 - d. Create Electronic Files: Must be set to “Yes”.
 - e. StandAlone Contract: Must be set to “Yes”.

Daily Operating Procedures

The tasks in this section should be performed in each office on a daily basis.

1. Perform the following once per office at the end of each day when Pay Estimates have been generated:
 - A. Run the Utilities (pull down) - Combine Outbox Files option. In the Window(s) that asks you to select the location where you would like to place your export files, specify the following “outbox directory”:
If you are on a network: The outbox directory on the drive indicated in the Utilities (pull down) - System Management - System Configuration - General tab, Drive letter of common network directory field. For example, if the drive letter of the common network directory is “j”, then specify **j:\outbox**.
If you are not on a network: **c:\fieldmgr\outbox**.
 - B. Run GroupWise and attach the file in the outbox directory with an extension of “upd” to an e-mail message. Indicate “UPD File Attached” in the e-mail subject, and send to “MDOT-Estimates”.
 - C. After the “upd” file has been sent, use Windows Explorer to delete the file with an extension of “upd” from the outbox directory.
 - D. Send a fax of the Construction Pay Estimate Reports generated that day to the Contract Services Division at 517-373-0403.
2. For each Project Voucher Summary (PVS) that you receive from Lansing, verify that it balances with the corresponding Construction Pay Estimate Amount Balance Report (CPEABR) as follows:
 - A. The PVS - Gross Earnings This Period must equal the CPEABR - Total Amount Paid This Estimate.
 - B. The PVS - Gross Earnings To Date must equal the CPEABR - Total Amount Paid To Date.

If any of the above figures do not balance, immediately call the FieldManager Help Line or send an e-mail to fieldmanager-admin.
3. If you are not on a network, it is extremely important to backup the FieldManager database at the end of the day whenever any work has been done in FieldManager other than inquiries. You may backup to 3½ inch disks on your “a” drive, or to zip disks if you have a zip drive, or to jaz disks if you have a jaz drive. The backup procedure is as follows:
 - A. You should have three sets of backup disks labeled Set A, Set B and Set C.
 - B. Within each set there should be a disk for each day of the week. As time goes on

- FieldManager may require multiple disks for each day.
- C. Backup sets A, B and C should be rotated each week. For example:
 - Week 1 - Set A
 - Week 2 - Set B
 - Week 3 - Set C
 - Week 4 - Set A again etc...
 - D. Backup sets should be removed from the office and stored off site at the end of the week. They should not be returned to the office until there is a replacement set from the following week stored off site.
4. FieldBook users should always backup to diskette at the end of the day whenever IDRs have been created that have not yet been exported to FieldManager.

General Information

1. **Change Passwords.** After logging into FieldManager or FieldBook the first time, it's extremely important to change your password, and to keep your password private. Your password is equivalent to your signature when generating IDRs.
2. **Automatic Log Offs.** If you are on a network, do not leave FieldManager unattended on an update screen, in update mode for long periods of time. You will automatically be logged off of FieldManager after four hours of inactivity. If you are in update mode when this automatic log off occurs, a contract lock will remain on the contract that you had accessed. This lock will not allow updates to the contract until someone removes the lock. The lock can only be removed by someone with a security level of "System Administrator".
3. **Exports To New FieldBook Installations.** When running the Export - Contracts to FieldBook option in FieldManager for a new FieldBook installation (a new FieldBook installation is a computer that FieldBook was just installed on and has not yet imported any contracts from FieldManager), in the Select Contract To Export To FieldBook screen, place a check in the box labeled "Include Reference Files In The Export".
4. **Personnel Contact List.** The Central Office in Lansing maintains a list of personnel for each field office for the purpose of sending FieldManager related information via e-mail. Information sent to the personnel on this list includes contract initialization files, reference file updates, and other FieldManager related information. Please call the FieldManager Help Line or send an e-mail to fieldmanager-admin when your office wishes to make changes to this list.
5. **Adding Subcontractors.** In the Docu - Subcontractors tab, if you wish to add a subcontractor that is not on the subcontractor list, call the FieldManager Help Line or send an e-mail to fieldmanager-admin.
6. **Adding Categories.** If you need to add a new category to a project, contact the FieldManager Help Line or send an e-mail to fieldmanager-admin and supply the following information:
 - A. Name of managing office.
 - B. Name and telephone number of contact person at the managing office.
 - C. Contract ID.
 - D. Project Number.
 - E. Name of each new funding source (agency, company, etc.). If multiple sources, indicate the participation percentage for each source.
 - F. Total dollar amount for the new category.
 - G. Short description of the type of work being done.

After the Central Office in Lansing has processed your request, someone from the FieldManager Help Line will send your office a file containing the new category. This file

must be imported into FieldManager by running the File (pull down) - Import - File option.

7. **Archiving Contracts.** Run the File (pull down) - Archive Contract option after verifying that the final Construction Pay Estimate Amount Balance Report properly balances with the corresponding Project Voucher Summary. The archive process will create an archive file with an extension of "fma". When asked if you wish to save to another location, answer yes and create two extra copies. The copies should be saved to 3½ inch disks on your "a" drive, or to zip disks if you have a zip drive, or to jaz disks if you have a jaz drive. Label both disks. One of the disks should be placed in the Construction Project Payroll Record folder that is included with the contract records that are boxed up and sent to Lansing, and the other disk should be stored at your office.
8. **Electronic Documents.** If you are on a network, an electronic version of the FieldManager User's Guide, FieldManager Tutorial, and FieldBook Tutorial is available on your Fieldmgr network drive in the **docs** directory.
9. **Adding Stockpiles.** When adding stockpiles, in the Stockpile Step 3 screen, do not assign more than one item to each stockpile. If you have a stockpile requiring more than one item, assign each item to a separate stockpile. This can be done by choosing the Add button in the Stockpiles list individually for each item, and then selecting the most appropriate Stockpile Description in the Step 1 screen.

Estimate Processing Information

1. **Negative Vouchers.** When generating estimates, if you receive a warning that indicates there is a negative voucher, if at all possible, do not create a voucher for the project with the negative value until a positive payment can be made. The Trnsport software in Lansing creates payment vouchers at the project level (not contract), and negative vouchers create a substantial amount of additional work in the Contract Services Division.
2. **Reducing/Increasing Retainage.** If you wish to reduce or increase the contractor's retainage, perform the following:
 - A. Look in the Estimates - Vouchers tab and verify that the Estimated Payment is zero or greater for all projects. If the Estimated Payment is less than zero for any projects, do not reduce or increase the retainage until the Estimated Payment is zero or greater for all projects.
 - B. In the Estimates - Vouchers tab, place a check mark in the Create Voucher column for all projects that are not already checked. All projects must have a check mark in the Create Voucher column before the estimate is generated.
 - C. In the Estimates - General tab - Estimate Comments field, indicate that you wish to reduce or increase the retainage, and specify the percent or amount of the retainage reduction or increase.
3. **Final Estimates.** If you wish to generate a final estimate, perform the following:
 - A. In the Estimates - General tab, Estimate Type drop down, select "Final-Regular Contract".
 - B. In the Estimates - Vouchers tab, place a check mark in the Create Voucher column for all projects that are not already checked. All projects must have a check mark in the Create Voucher column before the estimate is generated.
4. **Post Final Estimates.** Once a final estimate has been generated, each subsequent estimate must be a post final estimate. When generating post final estimates, perform the following:
 - A. In the Estimates - General tab, update as follows:
 - a. Estimate Type: Select "Final-Regular Contract".
 - b. Estimate Comments: Specify that the estimate is a post final estimate.
 - B. In the Estimates - Vouchers tab, place a check mark in the Create Voucher column for all projects that are not already checked. All projects must have a check mark in the Create Voucher column before the estimate is generated.
5. **Projects With Estimated Payments Of Zero.** In the Estimates - Vouchers tab, for projects with an Estimated Payment of zero, do not place a check mark in the Create Voucher column unless you wish to increase/reduce the retainage or the Estimate Type is "Final-Regular Contract".

Transferring FieldBook Files From Remote Locations

This section describes how to use telephone lines to transfer contract export files created by FieldManager for import into FieldBook, and IDR export files created by FieldBook for import into FieldManager. This procedure is useful for inspectors who are working at remote locations and are not traveling to the managing office on a routine basis.

1. To transfer contract export files created by FieldManager at the managing office, and import these files into FieldBook at a remote location, perform the following:
 - A. Office technician at managing office:
 - a. *If you have IDRs to import:* In FieldManager, run Import - FB. This function will import IDRs and then create an export file with an extension of “ebl”. Note the location of the file you are importing as the export file will be placed in this same location.
 - If you do not have IDRs to import:* In FieldManager, run Export - FB. This creates an export file with an extension of “ebl”. Note the location where you placed the export file.
 - b. In GroupWise, attach the file just created with an extension of “ebl” to an e-mail message. Indicate “Contract Export File Attached” in the e-mail subject, and send the e-mail to the inspector at the remote location.
 - B. Inspector at remote location:
 - a. In GroupWise, open the e-mail sent by the office technician and save the file with an extension of “ebl”. Note the location where you saved the “ebl” file.
 - b. In FieldBook, run Import - FM. When prompted for the location of the files you wish to import, specify the location where you saved the “ebl” file in the above step.
2. To transfer IDR export files created by FieldBook at a remote location, and import these files into FieldManager at the managing office, perform the following:
 - A. Inspector at remote location:
 - a. In FieldBook, after generating IDRs, run Export - FM. This creates an export file with an extension of “ebl”. Note the location where you placed the export file.
 - b. In GroupWise, attach the file just created with an extension of “ebl” to an e-mail message. Indicate “IDR File Attached” in the e-mail subject, and send the e-mail to the office technician at the managing office.

- B. Office technician at managing office:
 - a. In GroupWise, open the e-mail sent by the inspector and save the file with an extension of “ebl”. Note the location where you saved the “ebl” file.
 - b. In FieldManager, run Import - FB. When prompted for the location of the files you wish to import, specify the location where you saved the “ebl” file in the above step.

Connecting To Multiple Facilities

This section describes how to access FieldManager at any FieldManager facility on the MDOT network through network links. This is useful for those who need to review contracts at more than one facility. You must be located at a facility that is on the MDOT network in order to use this functionality.

1. If you wish to access FieldManager at multiple facilities, contact the FieldManager Help Line or send an e-mail to fieldmanager-admin and indicate that you have personnel that have requested FieldManager access to multiple facilities. Also supply the following information:
 - A. Your name.
 - B. Name of your facility.
 - C. Names of the personnel requesting multiple access.
 - D. Names of the facilities that you wish to access.
 - E. Brief description of why the multiple access is needed.
2. FieldManager administration staff will install network links on the machines of the personnel needing the multiple access. Each network link will include a Windows desk top icon identifying the facility that FieldManager will connect to when the user double clicks on the icon.
3. Contact each of the facilities you wish to access and indicate you have personnel in your office that would like access to FieldManager contracts at their facility. Ask that someone in their office with a FieldManager security level of “System Administrator”, add a User ID for each individual at your office requesting access. Normally the individuals at your office being given the User IDs should be granted a security level of “Read Only”.
4. After the above steps have been completed, you can connect to each facility by double clicking on the icon of the facility you wish to access, and then run FieldManager. Each time FieldManager is started the software will connect to the most recently selected facility. If you wish to connect to a different facility, exit FieldManager, double click on the icon of the facility you wish to access, and then restart FieldManager.

Trouble Shooting

1. **Printed Reports Not Formatted Properly.** If your printed reports are not formatted properly, check the following:
 - A. Confirm the correct printer is selected in Windows.
 - B. Confirm the correct printer drivers for your printer are installed on your computer.
 - C. Confirm the computer display is set to the standard Windows colors. (This can be checked by selecting Settings, Control Panel, Display, and then Appearance. The Scheme selected should be "Windows Standard".)
2. **PBSTB050 Error.** If you are running Windows NT 4.0, and you periodically receive a "PBSTB050" error within FieldManager, followed by FieldManager abnormally terminating, try running FieldManager in it's own memory space. This can be done by right clicking on the FieldManager shortcut icon, selecting Properties, Shortcut, and then placing a check in the box for "Run in Separate Memory Space".
3. **Comments Columns Contain Text Overlaps.** If your computer is a Dell Optiplex GX110 and some of the comments columns in the FieldManager list windows contain text that is overlapping, it is likely your computer needs an updated driver. Contact your computer liaison and request that they install the most recent Intel Driver for the 810E chipset.
4. **Unable To Run FieldManager/FieldBook On Machine With Ski-Pro.** If you have Ski-Pro version 1.1 installed on your computer, and when attempting to run FieldManager or FieldBook you receive the following error message "The ODBC resource DLL <variable message> is a different version than the ODBC setup.dll <variable message>", it is likely that you need to reinstall the ODBC components. This can be done as follows:
 - A. Uninstall FieldManager and/or FieldBook.
 - B. Run Windows Explorer and go to the following directory:
If you are running Windows NT:
Winnt\system32.
If you are running Windows 95:
Win95\system.
 - C. Rename the file odbc32.dll to odbc32.old.
 - D. Rename the file odbcint.dll to odbcint.old.
 - E. Reinstall FieldManager and/or FieldBook.
 - F. Exit Windows and reboot the computer.

Both FieldManager/FieldBook and Ski-Pro should run after these steps have been completed. If Ski-Pro is reinstalled these steps must be completed again in order to run FieldManager and/or FieldBook.